



WEST MIDLANDS EDUCATION & SKILLS

FIRST AID POLICY

First Aid Policy

This policy is designed to promote the Health, Safety and Welfare of pupils, staff and visitors to this school through the provision of first-aid equipment and trained staff in the accordance with the requirements of the *Health and Safety (First Aid) Regulations 1981 and Guidance on First Aid for Schools (DfE)*.

Aims

This policy is to ensure that:

- West Midlands Education & Skills has a designated First Aid Room which contains a First Aid kit, drinking water, blankets and a bed.
- West Midlands Education & Skills provides staff training, ensuring that a substantial proportion of staff members are qualified to deliver First Aid at any one time.
- Training is renewed every 3 years unless the original training delivered was Emergency First Aid in which case training should be renewed every year.
- First Aiders are expected to ensure that all First Aid boxes are kept adequately supplied and that all equipment is in date.
- A current list of First Aiders can be found on the notice boards around the premises.
- The West Midlands Education & Skills Outreach Policy requires that at least one member of staff should be First Aid trained on the educational visit and the risk assessment should identify First Aid posts.

In the event of an accident:

- In the case of minor injuries, the First Aider should attend to the injured person and if possible, treat the injury in the First Aid Room.
- A First Aider should not be alone with a learner in the First Aid Room. Where a First Aider is needed to examine a learner after an accident, there must be another member of staff present.
- The accident should be logged in the Accident Report Book and parents notified about the injury.
- In the case of a serious injury the First Aider should be called to tend to the injured person and an ambulance called immediately. The Executive Managing Director should be notified immediately so that if necessary he can inform the HSE and the necessary investigations can take place (see reporting an accident policy and procedure). The accident should be recorded in the Accident Book (Administration Office).
- Staff should not endanger themselves whilst attending an incident with a risk assessment of the area being undertaken by the first aider before treatment is even considered.

- Although physical contact will be needed for the role of First Aider, excessive, gratuitous physical contact will not be tolerated and may be investigated as a child protection issue (see safeguarding & child protection policy).

Dealing with blood and vomit:

- According to DFE guidance accidents involving spillages of blood should be dealt with using normal first aid procedures (including wearing disposable gloves)
- Normal cleaning methods using detergent and hot water are sufficient for most spillages (the HIV virus even when present cannot survive outside the body for even a short time and is destroyed by hot soapy water).
- Soiled waste should be disposed of using normal waste disposal procedures.
- Vomit can be cleaned safely using disposable sick pads before using normal cleaning methods
- West Midlands Education & Skills' staff must wear gloves provided when providing First Aid to prevent the risk of the transmission of HIV, Hepatitis C and other blood borne diseases.

Allergies or other long term conditions:

All learners are required to complete a medical form before starting the programme so West Midlands Education & Skills is aware and can conduct risk assessments if necessary. If a learner is required to take medication whilst at Archway, parental consent must be given for an allocated member of Archway staff. The First Aider should hand over the medicine, but they must not administer it.

West Midlands Education & Skills Qualified First Aiders are always displayed on all noticeboards around the school.